



## St. Saviour's Catholic Primary School

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Great Sutton

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Headteacher: Mr J. Gilbert, M.Ed

15 January 2009

Dear Parents,

Firstly, belated welcome to the spring term 2009. The last two weeks of the autumn term proved quite challenging with the number of children and staff absent through illness. Let's hope we can look forward to a healthier spring!

There is one particular point I would like to bring to your attention:

**Absence and Lateness** There is an increasing concern about the number of children arriving late in the morning. Every child is expected to be on the school premises ready for the bell at 9.00. Registration takes place in class immediately the children arrive and, if a child is late for registration, will receive a **LATE** mark. If your child is not able to come to school due to illness, appointment, or any specific reason it is the **PARENT RESPONSIBILITY** to phone school immediately and each following day of illness.

Holiday Consent forms must always be used when submitting a request. As from this term, parents requesting consent for holidays in term time will be issued with an attendance certificate which clearly sets out the child's % of attendance. A figure below 95% will not be authorised. Holidays must be avoided during the month of May, due to school and national assessments, and during the month of September.

### **Some interesting, but worrying, facts**

Over a school year:

... 5 minutes late each day = 3 days lost

... 30 minutes late each day = 19 days lost

Is 90% attendance good?

... this equates to ½ day per week missed

... and 4 whole weeks of lessons missed

... consider how much schooling is lost for children with only 50-80%

I hope you will make every effort to support the school's policy of ensuring that each child has their full entitlement to education. Thank you.

Yours sincerely,

J. Gilbert  
Headteacher